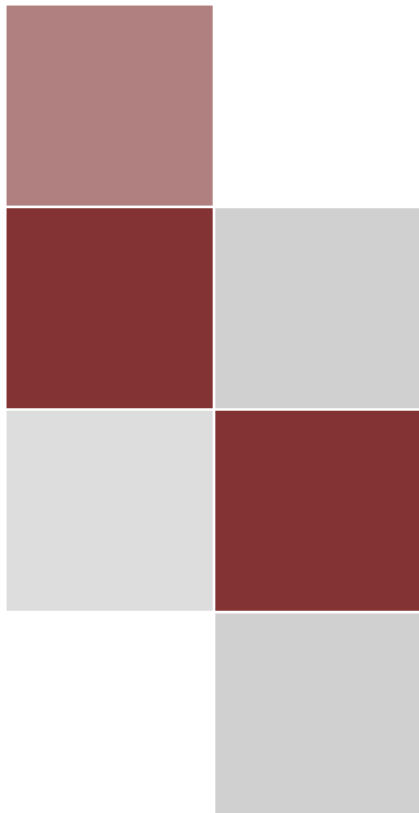




**ILRI**  
INTERNATIONAL  
LIVESTOCK RESEARCH  
INSTITUTE



# Fire safety instructions for ILRI staff and visitors

August 2012

ILRI SU seeks the understanding and close cooperation of staff members in following the measures outlined below and helping to make ILRI a safe environment.

1. Access routes (corridors, passageways and staircases) must be kept free of obstructions, as they serve as escape routes in an emergency. The accumulation of cartons and waste paper, the storage of furniture and equipment, and the mounting of combustible wall hangings, such as posters, pictures, announcements and other display materials, are strictly forbidden in those areas
2. The accessibility or function of fire protection doors must not be restricted in any way, and free access to fire extinguishers and hose connections must be strictly maintained. Fire extinguishers must not be misplaced or misused.
3. Substances capable of creating dangers or hazards, such as those that are explosive, flammable, oxidizable, toxic, corrosive, radioactive, degradable or organic, must be used and stored exclusively in designated areas. Storage areas for such substances must meet safety standards according to Austrian safety regulations.
4. Only those electrical appliances issued officially may be used. With regard to electric cabling, special attention must be paid:
  - To avoid the use of damaged cables;
  - To avoid connection of too many appliances to multiple electrical outlets;
  - To avoid the use of inappropriate multiple outlets (desk-style multiple outlets must not be placed on the floor as that creates a fire hazard);
  - To ensure that electric cables as well as data cables are fixed in such a way as to eliminate the possibility of staff members stumbling over them.
5. The use of private electrical appliances, such as heaters, heating coils, immersion heaters, percolators, cooking facilities and microwaves, is forbidden. The use of other electrical appliances requires permission from the administration of the particular agency.
6. When preparing hot food in one of the Coffee Stations, the people concerned must remain present and ensure that the cooking facilities are switched off prior to leaving the station.
7. The use of candles, oil lamps, spirit lamps and incense is strictly forbidden.
8. Smoking is limited to the designated areas
9. The doors of offices not equipped with smoke detectors must not be closed or locked after working hours.
10. Staff members are urged to familiarize themselves with their emergency and fire-escape routes by consulting their drill team members.

## Further information or assistance

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